

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the

HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the closing date, the applications will be referred to the respective department.

JOB TITLE:	Administrative Assistant I
DEPARTMENT:	Communications Center - 911
SALARY:	\$27,924.00 Annually
BEGINNING DATE:	February 9, 2004
CLOSING DATE:	February 20, 2004

*****NOTICE:** Applicants must provide a completed 'Criminal and Driver's History Waiver' and a copy of the applicant's High School diploma/GED, birth certificate, DD214 (if, applicable), social security card and driver's license with the application. Any other documents supporting the applicant's qualifications may also be submitted. Applications without the requested documents will not be considered.***

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education is required. (Two or four year degree is desirable.) Five or more years in a similar position or sufficient experience to perform principal duties and responsibilities. Considerable knowledge of modern office procedures, record keeping, and bookkeeping practices. Proficiency in working within deadlines, interpersonal communication, and report preparation. Mastery of word processing (Word or equivalent). Good communication skills, both oral and written. Demonstrated ability to work independently. Considerable knowledge of operations of governmental departments and procedures, governmental and departmental policies, and applicable state and local rules and regulations. Strong organizational and proofreading skills. Mastery of dealing with elected officials, constitutional officers, employees and the general public. Skill in the operation of computers. Ability to formulate and prepare policies and procedures. Demonstrated ability to work independently.

MAJOR DUTIES:

Provides information to the general public about services provided. Organizes, types, and articulates correspondence, memos, and other documents. Formulates, prepares and updates policies and procedures. Orders supplies for the department. Maintains records, files, and assists with database. Develops, analyzes, and reconciles any relevant issues. Prepares mail, composes responses to mail, answers the telephone, receives and relays messages, and responds to inquiries related to the services provided. Responds to the media's and citizens' inquiries regarding public contacts and complaints. Serves as a resource for subordinate personnel.

ROOM 601 - MUNICIPAL BUILDING -AUGUSTA, GA 30911 - (706)821-2306

**We are an equal opportunity employer. We do not discriminate
on the basis of race, religion, color, sex, age national origin, or disability.**